

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

22 March 2004

PRESENT: Cynthia A. Herman, Chairman
Gary Daniels, Vice Chairman
Noreen A. O'Connell, Member
Len Mannino, Member
Larry Pickett, Member
Katherine E.L. Chambers, Town Administrator
Darlene J. Bouffard, Recording Secretary

1. CALL TO ORDER: Chairman Herman called the meeting to order at 5:30 p.m.

2. MINUTES: The final minutes of February 23, 2004 were presented to Chairman Herman for approval with an amendment to include the addition of the non-public session. Vice Chairman Daniels moved to approve the amended minutes of February 23, 2004. Selectman O'Connell seconded. Town Administrator Chambers indicated she had changes for Page 6 to include the ending time for the non-public session of 9:30 p.m.; on Page 7 under the Volunteers paragraph to remove the words "Town Report" and include that the meeting adjourned at 9:30 p.m. Vice Chairman Daniels moved to approve the amended minutes. Selectman O'Connell seconded. All were in favor. The final minutes of the March 8, 2004 meeting were presented to Chairman Herman for review. Vice Chairman Daniels moved to approve the minutes of March 8, 2004 as amended. Selectman Mannino seconded. All were in favor.

3. REPORTS OF BOARDS & SPECIAL COMMITTEES:

-Board of Selectman Goals. There is nothing new to report.

-Conservation Commission. There is nothing new to report.

-DO-IT Committee. There is nothing new to report.

-Facilities Committee. There is nothing new to report.

-Heritage Commission. There is nothing new to report.

-Impact Fee Committee. There is nothing new to report.

-MACC Base. There is nothing new to report.

-MIDC. There is nothing new to report.

-NRPC Update. There is nothing new to report.

-Personnel Committee. There is nothing new to report.

-Planning Board. There is nothing new to report.

-Recreation Commission. There is nothing new to report.

-Recycling Committee. There is nothing new to report.

-Regional Water District. There is nothing new to report.

-School Board. There is nothing new to report.

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-Solid Waste Committee. There is nothing new to report.

-Zoning Board. There is nothing new to report.

There were no other reports for this evening.

4. APPOINTMENTS:

5:30 p.m. - Election of Officers. Vice Chairman Daniels nominated Cynthia Herman for the position of Chairman. Selectman O'Connell seconded. All were in favor. Chairman Herman opened the meeting for nominations for Vice Chairman. Selectman Mannino nominated Gary Daniels for Vice Chairman. Selectman O'Connell seconded. All were in favor. The Officers were established as follows: Chairman Cynthia Herman and Vice Chairman Gary Daniels for the coming year.

5:37 p.m. - Non-Public Session - Legal. Vice Chairman Daniels moved to go into non-public session at 5:37 p.m. to discuss legal issues with Town Counsel. Selectman O'Connell seconded. All members were polled individually and assented to go into non-public session at 5:37 p.m. After discussion, on a motion made by Vice-Chairman Daniels and seconded by Selectman O'Connell, the members all assented to come out of non-public session at 6:19 p.m. Chairman Herman noted for the public that the Board of Selectman went into non-public to discuss legal issues with Town Counsel and no decisions were made.

6:00 p.m. - Regional Water District. Karen White, Bedford Planning Director, came to update the Board of Selectman regarding the water district charter committee meeting on April 1. This will be the last date to bring additional questions, comments or revisions concerning the draft water charter. Milford has been great about reviewing the documents thoroughly and Selectman O'Connell brought up a good question regarding the ability of the Consumer Affairs Office to write off or adjust the bills of bulk customers such as the Town of Milford as well as the individual customer. Karen White appreciates all the efforts from the Board of Selectman and DPW. Milford's suggestions were accepted and voted on and the ones that were accepted have been included in the revisions. If there are further questions or comments, Karen asked for members to please forward them to her before the April 1 meeting. Chairman Herman asked if Nashua would be ready for that meeting because there will be a meeting on March 31 with Nashua and some other communities. Karen White had not heard of that meeting and is unsure what it is about. On Wednesday March 24 there will be a steering committee meeting. The proceedings toward eminent domain will be discussed at that meeting. Vice Chairman Daniels asked for the latest draft of the charter, which Chairman Herman said she already sent to all Board of Selectman members via e-mail, and it is the version dated February 12. Selectman O'Connell is not prepared to vote on April 1 and the Town has a study committee for a village water district that is ongoing. There are still a lot of questions not answered. Karen White indicated that the goal on April 1 is for everyone to turn in all the questions, not to vote. Bedford will have a public hearing on April 24 in hopes that all the questions brought up will have been worked through so that the public can see a finished charter in order to take a vote on it. Karen White feels there will be no vote on April 1; it is just to get the latest comments.

Merv Newton, Milford resident, asked the Board of Selectman to watch this closely. Milford has one bill for water users and we get one vote, that is it. Pennichuck's individual customers all get counted and he does not feel that is equitable at all. The resource allocation will take place after the charter is funded. Later, if Milford is allocated a certain portion per day and goes over, the Town could be told no more water main extensions. Milford has a lot of water supply and so does Hollis. The town is paying money for the land but the water may be allocated off to some of the towns that do not have a lot of water. Nashua is going to control the vote. Chairman Herman asked Merv Newton to submit a list of his concerns to the Board of Selectman in order to include them in the list of concerns on April 1. The language issues that were brought up have been discussed with the members. If the Board has the list of concerns, we can be sure to at least bring them up. Merv Newton was under the impression that most items were not up for negotiation. Karen White would like to talk with Merv outside of this meeting to see what his concerns are. Ms. White said the district would not control the water assets that are owned by the Town.

6:30 p.m. - Presentation of Certificates of Appreciation to the Fire Wards. Certificates of Appreciation were presented by Chairman Herman to Fire Wards Jack Kelley, Ken Hawes and Bill McKinney for their outstanding

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service to the Town and the Fire Department. By vote of 2003 Town Meeting, the governance of the Fire Department was transferred from the Fire Wards to the Board of Selectmen effective March 11, 2004.

6:45 p.m. - Field Use Fees. Kevin Tyska, Recreation Director and Bill McKinney, MCAA President, were in attendance to discuss field use fees. Chairman Herman opened with the fact that she believed that the fees were not up for debate and if someone is spending money on improvements it could be used as a swap, but maybe she misunderstood. Kevin Tyska had understood the Town and Schools could swap service for field use, but not all organizations. After the fee decision was made, Kevin Tyska sent out letters to people who had requested reservations of fields, stating there is no leeway and the fee needs to be paid. Selectman O'Connell indicated that she has been the representative to the Recreation Commission and she feels there is a lack of communication; sometimes the meetings are held and sometimes they are not. Until some of the communications issues are straightened out, this will continue to go around and around. Selectman O'Connell was unaware that MCAA was helping fix up some of the Town fields and she would like to look at the structure of the Recreation Commission to be stronger. Members of the MCAA and the Boys and Girls Club and the schools should be invited to the Recreation Commission meetings because if they are also using the Town fields we need to know it. We need to know what they are using fields for and how much money they are putting into the fields. Town Administrator Chambers recalled that the ability of trading off costs with groups working to provide a service instead of a fee was discussed but not authorized by the Board, however it could be accomplished. The Recreation Commission is interested in allowing Kevin Tyska to work with the groups to exchange services for fees in some instances. Chairman Herman understood that Kevin Tyska needed to have a decision made by the Board of Selectman that supported the decision made on field use. She feels that the Board of Selectman supported Kevin Tyska negotiating the services for fees aspect. Kevin Tyska said he wants to make it a good experience for people who need to use the fields. There need to be fees if people want exclusive use of a field, but what is considered reasonable is where it gets questionable. MCAA services so many kids and their expenses are high. Bill McKinney worked with Reggie Walker two years ago to come up with a fee structure. MCAA was developed because the Town did not have a sports program for kids ages 7-14. Last year, Kevin Tyska noted that the Boys and Girls Club was unable to work within the timeline created by the Recreation Commission.

The concern of Selectman O'Connell is the communication - she was not aware that MCAA was doing improvements on the fields and she would like to have all the information so that when they do come to the Board, the members are aware of what is going on. Bill McKinney indicated that MCAA handles all their communication through Kevin Tyska. Selectman O'Connell expressed her concern about the Recreation Commission meetings and noted that there needs to be regular posted Recreation Commission meetings and there needs to be representatives from the organizations that use the fields. Kevin Tyska added that when there is a service exchanged for field use, there needs to be a timeline for when the service will be completed. He is looking to work with each group to find out what they need and be able to bargain with each group to work out what needs to be done. Chairman Herman suggested the Recreation Department needs to get information to the Board of Selectman - she wants the recreation issues to be handled by the Recreation Department or Commission. If communication is the key, let's fix the communication problem. Selectman Mannino stated he had read the letters provided by Bill McKinney and Russ Monbleau regarding field use and he feels it comes down to where the funds come from to keep things going. If the Board of Selectman requests the Recreation Commission to negotiate fees to non-profit groups such as MCAA, we may need to put into place a budget so that the department can become sufficiently funded. At some point Selectman Mannino hopes that there will be a working budget for the department. Selectman Pickett asked if these fees should be incorporated this year because a lot of these groups have already established a budget based on the fees for last year and he is in support of using in-kind services in lieu of fees. If volunteers can be used for work and waive the fees, there should be a schedule set up stating what will be done and when it will be completed and if it is not completed, then the fees will be implemented.

Kevin Tyska has been working with the new software program that can schedule the fields and so forth. He wants the ability to bargain with groups for the fees for in-kind donations. Vice Chairman Daniels asked how many organizations actually put money back into the facilities. Bill McKinney responded that the MCAA, Booster Club, Boys & Girls Club and American Legion put money back into the fields. Vice Chairman Daniels feels if there is an organization that is putting \$130,000 worth of work into the fields, they should not have to pay more money for field use - they have put enough money in. For the organizations that are helping to maintain the fields, the in-kind donations should be accepted and have the fees remain for the other groups that do not provide support. Chairman Herman asked if there are scholarships available. Bill McKinney is going to request a waiver for MCAA fees for field use - none of the costs for the field improvements is coming out of tax dollars. MCAA does offer scholarships

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and they are based on the family's ability to pay. Chairman Herman would like to see written requests from organizations that request exemption from the fees.

Chairman Herman moved to have Kevin Tyska be able to negotiate with non-profit organizations in Town for in-kind services with regard to fees and to make the determination of the fees if required. Selectman O'Connell seconded for discussion. Selectman Mannino asked if the majority of the field users are non-profit. Kevin Tyska responded that they are mostly non-profit except for use of the pavilion. Selectman Mannino is supportive of this but if the Board of Selectman wants the Recreation Department to be self-sufficient, and Kevin can negotiate the fees, is it really possible to have them be self-funding? Mary Albina of the Recreation Commission asked if this motion includes other towns or only organizations based in Milford. Chairman Herman responded that for now it is just Milford. Mary Albina indicated there are other towns that might want to negotiate services for fees as well. Chairman Herman said it would depend on what type of in-kind services they would be willing to provide. Selectman O'Connell suggested an advantage of having this ability is that some of the organizations are giving back to the Town with their volunteer services. Selectman O'Connell would have a problem with non-town functions using the fields because she feels we need to deal with the needs of Milford and then move on. Selectman Pickett was under the impression that this discussion was to trade in-kind services for the fees, not to waive the fees altogether. Kevin Tyska said the Recreation Commission looked at it from a grant perspective; if the organization shows the financials and wants to do in-kind services in an exchange for fees, we will do it. Vice Chairman Daniels feels the Recreation Director should be able to keep track of what needs to be done to the fields and what the value of those services is. Selectman Pickett then asked if it matters if they are in or out of Town. Chairman Herman feels for now, with the field crunch this Town has now and for the next few years, this should be for Milford only. All were in favor of the motion.

Selectman O'Connell announced that the next Recreation Commission meeting will be on April 14 at DPW, 6:00 p.m. and is open to the public so anyone can attend. The meetings are scheduled every second Wednesday of the month.

7:00 p.m. - Fire Department Training Facility. Chief Pauley and Ken Flaherty of the Fire Department were in attendance to discuss the Fire Department Training Facility and its current limitations. Chairman Herman asked Chief Pauley if there are any surrounding communities that could be a part of providing a new facility and be able to use it and help to fund it. Ken Flaherty has spoken to Mont Vernon and Amherst who indicated that if a facility were in place they might support it. Chief Pauley does not see this coming out of Town funds but there may be grant funding available. The Chief is currently looking for a place in Town where this type of facility could be. Selectman O'Connell asked if they spoke with Bill Parker about the Brox property. Chief Pauley said last fall a parcel of land was identified and the information was forwarded to Bill for his input. The master plan for the Brox property will be discussed soon, said Selectman O'Connell and that may be something that we could talk about. A study will be conducted for that property to plan out its use. Chairman Herman asked if every town needs a facility. Chief Pauley answered they do not all need one, but the nearest facility is in Nashua. Selectman Pickett asked about the use of the Meadowbrook facility toward Keene. Ken Flaherty responded that it is a private facility and he is not sure about the use of it. Chief Pauley will look into that possibility. Selectman Mannino asked what level of certification is required by law. Ken Flaherty responded Milford requires State Level 1 A and B, but there is no law requirement, it is just a Town requirement. Selectman Mannino asked if the current site can be used any longer. Ken Flaherty responded that it is no longer usable because the membrane is broken. Selectman O'Connell asked if the Chief is looking for a temporary site or is it something that can be on hold until the Master Plan is in place. Chief Pauley said he has been told he needs to remove equipment from the transfer station facility. His goal is first to establish a site then look for grant funding. The Chief agrees that someone from the Fire Department should be on the Facility Master Plan for the Brox site. Selectman Mannino asked if this is something the Facilities Committee will take on? Bill Parker feels it is something that they could look into. Selectman Pickett asked if the Chief can start looking into grants without knowing where the site might be and having no specifics. Chief Pauley does not feel that could be done until more details are identified. Selectman Pickett asked if any other interested towns could be brought into the grant process. Chief Pauley feels that may be possible.

7:15 p.m. - Discussion of Facilities and Police Station Building Committees 2004 Charges. The Facilities Committee feels that the Mission Statement should be refreshed so that everyone understands how they are going forward and the Police Station Building Committee needs a charge and some points of clarification.

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Facilities Committee - Representative Mary Albina explained the committee met last Monday and reviewed what has been done and what needs to be done next. The Fire and Ambulance building will be the next charge and the committee wants to get additional input on the ambulance and possible privatization. Mary Albina asked if the committee should do the privatization study or would another group handle that? Town Administrator Chambers stated that at the request of the Board of Selectmen she had asked the Facilities Committee to look at the privatization of the ambulance and the possibility of combining the Fire and Ambulance or provide what is available now which is a separate Fire and Ambulance. It was felt that the Facilities Committee would look into that study, but Town Administrator Chambers felt that the group had concerns it started as more of a facility committee than a service / operations committee. Merv Newton suggested polling the committee members to determine about the three ways to handle it. At the last meeting there were some strong feelings about not privatizing. Some discussion has to occur before a site is looked at for the ambulance. If the ambulance is at a standstill, Selectman Pickett asked what the next step for facilities will be. Mary Albina replied that the ambulance is next on the Town side, but from a capital improvements standpoint, the schools are next. We need to work together with the schools and get the CIP on the calendar. The facilities committee is looking at all the facilities but the ambulance is the number one priority at this time. The question of privatization will not force the committee into a standstill. Regarding privatization, Chairman Herman feels the Town is lacking input. Town Administrator Chambers suggested a subcommittee of the Facilities Committee be established to look into different aspects. An independent consultant may need to be brought in at some point. Vice Chairman Daniels asked what is the hesitation of the committee members looking at privatization of the ambulance. Mary Albina said it is lack of knowledge in the area. Chief Pauley said part of the study of privatization will include the impact on all the services in Town. The Chief recommended that people be brought in that have experience in emergency services who have gone through this with staff input as well. Chairman Herman said it is not just the privatization, it could be a consolidation - this is not necessarily a facilities task. Selectman O'Connell recommended the Town start with members from the Board of Selectman, Facilities Committee, and emergency departments and see where it goes. Do we need ambulance and fire going out on every call? Could that be a starting point on investigating this?

Town Administrator Chambers explained there was a study done previously, so that could be something to get this group started. The three ideas need to be looked at independently to find out the costs, benefits, positives and negatives for each. Chairman Herman wondered if this would really be a Facilities Committee charge? Mary Albina said the Facilities Committee would be willing to work on this study to look at all three aspects. Selectman Pickett feels that the Facilities Committee has other issues to deal with and this type of study will take a lot of time that could be done by another subcommittee. Selectman Mannino agrees with Chief Pauley that there will need to be input from the emergency professionals on this. Chairman Herman asked if the Facilities Committee is in need of a project to go to the next vote or is there time available for the committee to work on the ambulance study? Mary Albina said this will take too long to get done before the vote next year. Chairman Herman asked if the Facilities Committee could pull together the CIP and information from the school and the goals of where to go? Mary Albina said they could do that. Vice Chairman Daniels asked if the Facilities Committee has decided that a Town project will come before a school project? Mary Albina said that has not been established. Chairman Herman summarized that the Facilities Committee needs to prioritize projects, get the CIP and calendar together, see if there are any facilities members interested in working on the ambulance process, and if other resources can be looked at for the subcommittee for the ambulance. Town Administrator Chambers suggested the Board of Selectman look at the Mission Statement for the Facilities Committee for any modifications. Mary Albina indicated that the Mission Statement does not mention any 20-year mission, or a long-range mission. All Board of Selectman members felt there was no need to change the current Mission Statement as written. Town Administrator Chambers said there are two new members for the Facilities Committee that need to be appointed - Peter Leishman and Kevin Burk. Selectman O'Connell moved to appoint Peter Leishman and Kevin Burk to the Facilities Committee. Vice Chairman Daniels seconded. All were in favor. Town Administrator Chambers to send out letters to the 3 members (Rodney Richey, Dino Pioli and Walter Murray) who served on the committee over the last year and are no longer with the committee.

Police Station Building Committee - Chairman Herman explained that the Board of Selectman needs to write up a charge for the Police Station Building Committee and asked if the committee has access to the money to work out everything for the building? Town Administrator Chambers said there must be a staff person to keep track of the money and authorize expenditures, which she is willing to take care of. One of the first items this committee will need to address is getting the architect for the building. Once the charge is established, a meeting will be set up to get started. An RFP will need to be sent out and once there is interest, a decision will be made. The police will need to be involved to keep track of the details. Also, a Clerk of the Works maybe needed. The Building Commit-

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tee will need to make a recommendation to the Board of Selectman of one architect to go with. After much discussion and modification, Chairman Herman documented the charge as follows:

Charge from the Board of Selectman to the Police Station Building Committee

- To create an RFP for an architect to develop and design a police facility which meets the needs of the police department as determined by the Milford Facilities Committee.
- To recommend a specific architect to the Board of Selectman.
- To create an RFP for consultants as they may be deemed necessary to work with the Town of Milford to evaluate various phases of the development.
- To recommend specific consultants deemed necessary to the Board of Selectman.
- To work with the chosen architect and any chosen consultants to oversee the construction phase of the project.
- To provide monthly updates to the Board of Selectman regarding progress, concerns and plans.

One Board of Selectman member will be a representative to the Building Committee. Town Administrator Chambers asked if the Board of Selectman is comfortable leaving the timeline open until the architect is contracted. Board of Selectman members concurred. Bill Parker indicated once the architect is defined, then a different term could be identified, instead of specifically stating that a consultant engineer is required. Selectman O'Connell suggested waiting until the architect is on board and see what is available through that company. Also, it will be up to the Board of Selectman to get the information out to the public once the building design gets closer to finalization. Town Administrator Chambers will contact the committee based on when space is available and get a meeting date and time set up for the first meeting. Mary Albina asked if the committee needs to bring the RFP to the Board of Selectman before it is sent out? Chairman Herman felt that was a good idea and Town Administrator Chambers indicated she would like to review it as well.

5. UNFINISHED BUSINESS:

-Lease Agreement with US Cellular (Response from US Cellular). Town Administrator Chambers indicated the changes have been received from US Cellular and now the Board of Selectman need to respond to those changes. Copies were sent to anyone interested in reviewing the verbiage. On page 2, Town Administrator Chambers would like to confirm the space size indicated as 12 x 20 square feet. On page 3, Selectman O'Connell asked who will keep track of where and how the schedule will be maintained? Selectman O'Connell would like it to be discussed instead of automatically turned over. Town Administrator Chambers suggested some changes such as reset to market prices or maybe tie into the section dealing with height and width of the tower. Selectman O'Connell feels the written notice should be both ways. Town Administrator Chambers suggested that may be a difficult thing for them to agree to. All changes were documented by Town Administrator Chambers for incorporation into the lease proposal.

-Appointment of PEG Access Channel Committee. At the last Board of Selectman meeting, this item was tabled in order for a Charge to be put together for the committee. This discussion was postponed until the recessed meeting of March 29, 2004.

Discussion of the Possibility of the Board of Selectman Meeting Weekly Starting in March. Discussion was postponed until the recessed meeting of March 29, 2004.

-Adoption of Proposed 2004 - 2005 Board of Selectman Meeting Schedule. Discussion postponed until the recessed meeting of March 29, 2004.

-Approval of Job Description of Accounts Payable / Payroll Clerk. Rose Evans and Ruth Bolduc provided a revised job description for a part time Accounts Payable / Payroll Clerk for Board of Selectman approval. Rose Evans has combined two positions into one position as previously authorized by the Board. Selectman O'Connell moved to approve the revised job description. Selectman Mannino seconded. All were in favor.

-Status of Osgood Pond. Town Administrator Chambers said there is nothing new to report.

-Town Wrecker Rotation Policy. Awaiting revisions.

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-Non-Public Session - Negotiations. This discussion was postponed until the recessed meeting of March 29, 2004.

-Non-Public Session - Personnel. Vice Chairman Daniels moved to enter into non-public session at 10:50 p.m. Selectman O'Connell seconded. All members were polled individually and assented to go into non-public session to discuss personnel issues. After discussion, Selectman O'Connell moved to come out of non-public session at 11:20 p.m. Selectman Mannino seconded. All were in favor. Chairman Herman announced to the public that the Board had voted to 1) offer a one-year employment agreement for the position of Tax Collector to Margaret Langell, in accordance with RSA 41:35 and 2) took no action, thus conforming with the Wage and Compensation Administration Manual current pay ranges in the matter of employees whose pay increase recommendations resulted in rates of pay that exceeded their range; the new rates of pay may not exceed the maximum rate in the range.

6. NEW BUSINESS.

-Request for Approval to Repair Engine 3. Chief Pauley of the Fire Department has notified the Board of Selectman of the need to repair Engine 3, the 1982 Mack Pumper which will not pass the State safety inspection. Chief Pauley informed the Board he will need to expend up to \$8,500 for the repairs. Selectman Pickett asked why area businesses were not asked to quote the repairs? Chief Pauley replied that the rate quoted from this vendor is about \$20-\$25 less per hour for the mechanic than those mechanics in Milford. Selectman Pickett suggested that the local people live here and pay taxes so we should provide them with business, plus this vendor is in the Lakes Region so time will be taken to get the truck up there which will cost money. The Chief's goal was to get the truck repaired as fast as possible and the experience the Department has had with this vendor has been excellent, but if the Board wants him to get more quotes he will. Selectman Pickett feels this is a basic brake repair that is being taken to a specialist. Selectman Mannino asked if Engine 3 is a front line vehicle? Chief Pauley explained that Engine 3 is no longer a front line piece, Engine 1 or 2 goes out first. Selectman Mannino suggested if another truck needs a repair this year, the budgeted funds will be spent, so this is taking away from the front line trucks. Chief Pauley does not see any other major repairs before the end of this year. Vice Chairman Daniels is concerned that the maintenance account is being depleted and we are only one quarter through the year. He suggested getting other quotes to make sure that the best price is being used. Town Administrator Chambers indicated this was for Board information only and when the Chief gets the other quotes, he needs authorization from the Board to get the work done as soon as the other quotes come in and to use the best price. Chief Pauley expressed that Engine 3 will need to come off the road on March 31. He is concerned that there is a lot of money being spent to keep this on the road this year and foresees that on next year's warrant he will look to replace this truck. Chairman Herman asked if the Department is having problems with another truck? Chief Pauley said they are having warranty problems with another truck. Selectman Pickett asked what major items have not been replaced on Engine 3? Chief Pauley responded the transmission and the floor boards. Selectman Mannino moved to authorize Chief Pauley to have the repairs made on Engine 3, but not before other quotes have been obtained from local vendors and this information will be provided to the Board of Selectman at their next meeting. Selectman O'Connell seconded the motion. All were in favor.

-Recommendation on Consultant for BROX Residential Land Master Plan. Bill Parker submitted an RFP to five firms and has received four responses from VHB, Meridian, TF Moran and Clough, Harbour & Associates. His recommendation is to enter a contract with Clough, Harbour and Associates. This firm provided a total base price of \$20,500 with a minimal amount of estimated reimbursable expenses at \$750. This firm is out of Keene. Vice Chairman Daniels asked what the difference in the firms is? Bill Parker explained that Clough, Harbour & Associates had a lot more analysis to determine the value of the gravel remaining on the property and more detail on the ability to lay out the fields for a recreation area and for school buildings. Meridian did not include anything like that. Clough seems to have more experience with land use and lay out. The MIDC industrial land master plan was done using Clough, so the Town has used them before. Chairman Herman asked Bill Parker if he feels the Town is going in the right order with the land? Bill Parker said we are and there will be a lot of overlap and a lot of pressure for one group. There is going to be a lot of people communicating. Town Administrator Chambers feels it will be a challenge. She and Bill need to communicate a lot and make sure things are working together. Selectman O'Connell wants to keep in mind if Osgood Pond gets done, that the consultant is aware of what needs to be done on the Brox property as well. Bill Parker agreed. Vice Chairman Daniels moved to enter a contract with Clough, Harbour & Associates as recommended by Bill Parker for a Not To Exceed price of \$22,900. Selectman Mannino seconded. All were in favor.

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-Request for Letter of Support for Nashua Regional Planning Commission / NHDOT SPR Program. Bill Parker, Planning Director, received information from NRPC regarding a proposed study of the Route 13 corridor through Mont Vernon, Milford and Brookline. Bill Parker encouraged the Board to support this NRPC grant fund request. Selectman Mannino asked why it is so important to be concerned about Mont Vernon and Brookline on Route 13? The most recent traffic study was for the whole Town; how important is this for Milford? Bill Parker thinks it is important from a regional standpoint. If the other towns want to develop land right on the Town line, it will affect Milford. The future capability needs are determined for the roads. One concern on Route 13 for Mont Vernon was that people were taking the side roads through neighborhood areas, said Selectman Mannino. Selectman Pickett feels that this seems to be just something going to the State to let them know there is a problem. Bill Parker responded that this is information that will be needed over the next few years for regional crossings and to alleviate some traffic going through the Oval. Selectman O'Connell indicated these are the entrances to the Town, if we do not know what is going on; we may end up having something at the entrance to Town that we do not want. We should know the traffic patterns ahead of time. Chairman Herman finds the price tag of \$62,500 to look at Route 13 to be too high. She agrees about the entrances to Town, but for the small piece of Route 13 that goes through Milford this is a big price tag. Vice Chairman Daniels asked if NRPC has done any studies along Route 13 before? Bill Parker could not recall one being done on Route 13. Chairman Herman would like to see what the NRPC plans for this area are for the next 5 years. How does this tie in to the overall plan? She would like to see what NRPC's plan for Milford is - they come up with these products and sell them to us. She wants to see what projects they see coming down the road for Milford. Selectman Pickett asked if NRPC is the one in charge of Route 101? Bill Parker responded that the Route 101 corridor plan came out of the federal grant to come up with creative ways to deal with traffic. That study started in Bedford, and then came down 101. That document is done and there have been recommendations made. Selectman Pickett indicated only half of the recommendations are done; now they are moving on to another project? Bill Parker said no, the actual improvements are not done but the study is done. They are still working on 101 for us. It is in the 10-year plan. Not having heard of issues pertaining to Route 13, Vice Chairman Daniels is unsure where this proposal came from; it looks like NRPC is creating work for themselves. Vice Chairman Daniels moved to not support this proposal. Selectman Pickett seconded. Chairman Herman, Vice Chairman Daniels, Selectman Pickett, and Selectman Mannino in favor. Selectman O'Connell opposed. Motion passed 4-1.

-Status Update of Milford - Nashua Bus Service. Town Administrator Chambers explained that the Nashua bus service has notified the Town that the State has withdrawn its funding for the bus service. Milford has some options. The Town has paid through June 30, 2004, so the Town could stop the service immediately; continue the service until the money runs out (about the end of April) or continue the service until the end of June and put in the money to do so. Town Administrator Chambers recommended keeping the service going at least until we can notify the people who use the bus to get to their place of work. Selectman Pickett feels we should go until the money runs out. Selectman Mannino, Selectman O'Connell and Vice Chairman Daniels agreed. Selectman Pickett moved to continue the bus service until the money runs out, probably around the end of April. Selectman Mannino seconded. All were in favor.

-Appointment of New Facilities Committee Members. See discussion of the 7:15 p.m. appointment.

-Town-wide Annual Spring Clean Up Proposal. Bill Ruoff, DPW Director, has recommended the town-wide spring clean up consist of only leaves, brush and wood from trees and plants to be done April 27 and April 28. Vice Chairman Daniels moved to accept the recommendation of the DPW Director. Selectman Pickett seconded. All were in favor.

-Appointment of Board of Selectman Representatives to 2004 Boards, Commissions, Committees, etc. Discussion postponed until the recessed meeting of March 29, 2004.

-Reappointment of Committee & Commission Members. This discussion was postponed until the recessed meeting of March 29, 2004.

-Request for Permission to Hold the High Hopes Balloon Festival. A request was received from the High Hopes Foundation for permission to hold the 19th Annual High Hopes Hot Air Balloon Festival on June 25, 26 and 27, 2004. Vice Chairman Daniels moved to approve the request. Selectman Pickett seconded. All were in favor.

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-Request for Steinway Piano Security Deposit Waiver. The Nashua Chamber Orchestra has requested a waiver of the \$500 deposit for the use of the Steinway Grand Piano on June 11, 2004. Selectman O'Connell moved to waive the deposit. Selectman Mannino seconded. All were in favor.

-Request for Waiver of Police Detail Fees. The Milford Christian Academy has requested a waiver of the fee charged for police coverage at an event being held at the Milford Town Hall on May 22 from 7 to 9 p.m. Vice Chairman Daniels moved to table this until March 29, 2004 when the Board could be provided a estimate of the size of the audience expected to attend. Selectman Mannino seconded. All were in favor.

-Discussion of Employees Participating in Fundraising Events During Office Hours. Town Administrator Chambers indicated that unless fundraising is for the Town, she does not feel employees should raise money for other organizations during work hours; specifically at this time the Jail and Bail Muscular Dystrophy program. Selectman O'Connell moved to ban such fundraising during work hours. Vice Chairman Daniels seconded. All were in favor.

-Request for Permission to Apply for a FEMA Grant. Chief Pauley has requested Board of Selectman permission to apply for a FEMA grant in the amount of \$105,000 for the purchase and equipping of a new forestry unit to replace Forestry 1, a 1951 Dodge M37 4-wheel drive on permanent loan from the State. The grant is a 90/10 match (federal/local). Chief Pauley explained this is a 4-wheel drive vehicle that can go just about anywhere. Selectman Mannino asked if this grant could be used toward another fire truck? Chief Pauley said it can, but when you look at the FEMA grant money, it is for fire apparatus, clothing and fire prevention activities and we are competing for a small portion of the funding. We would be better off asking to replace a 50-year old vehicle than one that is only 20 years old. This need fits what the government would like to see the money used for. Selectman Pickett asked about the 1951 vehicle and is the Town thinking of asking for a replacement from the State? Chief Pauley has been asking about every 8 months, but the State does not have anything available. Selectman Pickett asked if this grant could be combined with another grant to buy a 4 x 4 unit with the shorter wheel base and an engine combined, as some other towns have done? Chief Pauley feels if the Town were granted a certain dollar value, we cannot modify what the funding will be used for. Chairman Herman asked if the specific vehicle has been found yet? Chief Pauley knows this vehicle exists but does not have the specifics. Selectman Pickett asked if one of the forest units were lost, how would that affect the Town? Chief Pauley replied that we would need to call on other towns to help out more often. One unit has water capabilities and one does not; we want to get a second unit with water. We also use this unit for mutual aid. The Chief has until March 31 to get the application submitted. Selectman O'Connell moved to allow Chief Pauley to apply for the FEMA grant. Vice Chairman Daniels seconded. All were in favor.

-Request for Approval of Leasing Financing. Rose Evans, Finance Director, provided quotes for the lease financing of the Emergency Communications Equipment and the 2002 Caterpillar Loader and recommended to use SunTrust Leasing Corp who has the lowest interest rates and the Town has financed other items with them in the past. Vice Chairman Daniels moved to accept the recommendation of Rose Evans to use SunTrust to finance \$210,976.25 at a rate of 2.33% and \$63,700.00 at a rate of 2.15%. Selectman O'Connell seconded. All were in favor.

-Request for Tax Abatement (5). There were 5 requests for tax abatements which were recommended for approval by the Town Assessor. Selectman O'Connell moved to table until the next Board of Selectman meeting. Selectman Mannino seconded. All were in favor.

There were two requests for tax abatements recommended for denial by the Town Assessor, that were unanimously denied upon motion made by Vice Chairman Daniels and seconded by Selectman Mannino as follows:

<u>Account</u>	<u>Map/Lot</u>	<u>Address</u>
1282	005-032	Jennison Road
854	018-003	Elm Street

-Request for Elderly Exemption Abatements (3). This was tabled until the meeting of March 29, 2004.

-Request for Veteran's Tax Credit (7). This was tabled until the meeting of March 29, 2004

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-Consideration of Separate Water/Sewer District Study Committee. Discussion tabled until meeting of March 29, 2004.

7. ITEMS NOT ON THE AGENDA.

-MACC Base. Nelson Taylor, MACC Base Director, notified the Board of Selectman that he attended the Amherst Board of Selectman meeting tonight and they have decided to give notice at the end of March that they will pull out of MACC Base. It did not appear that Amherst would be entertaining any other communities. The Police Department will be providing dispatch services themselves. Selectman O'Connell asked how Mont Vernon will proceed and will their ambulance still come out of MACC Base? Nelson Taylor said he is unsure what they will do, but it will be very difficult to have the ambulance only come out of MACC Base, but it would be like Wilton/Lyndeborough's ambulance. If Amherst decides to take on another community, they may need to hire more staff. Selectman Mannino thinks Mont Vernon will go with Amherst. Nelson Taylor has frequencies available that are not licensed to any other towns. Chairman Herman asked what the staff reactions at MACC Base will be? Nelson Taylor responded that he does not know but one position in Amherst will start at \$18 per hour and another at \$15 per hour. They have two full time dispatchers and one part time dispatcher now and they will look to hire 3 more full time and 2 more part time dispatchers. MACC Base may lose people because they may feel unsure of MACC Base's status. Amherst will hire in October. Wilton has told Nelson Taylor they are in long term. Chairman Herman hopes that the 3 remaining communities will stay together and we can all make it work. Vice Chairman Daniels asked if Nelson will be okay with the staff that will remain? Nelson Taylor feels if it is down to 2-3 towns, the staff would be evaluated to see where cut backs could be made. With less administrative work based on 3 instead of 6 communities, Nelson would have more time available to dispatch and work in a dual role. Chairman Herman asked if a meeting could be set up with the other remaining towns for a discussion? Town Administrator Chambers said that would be fine. Chairman Herman wants to set up a meeting with Wilton, Lyndeborough, Mont Vernon and Milford representatives, to discuss how we can modify the budget and how we can work it out. Selectman Pickett asked if there are any other towns that are looking for service that we could pick up? Chairman Herman said Temple wants MACC Base to do only the ambulance. Vice Chairman Daniels said the Town needs to look at what we have and maximize the staffing. Selectman O'Connell asked how the new equipment works into this - does it help the staff by being more efficient? Nelson Taylor said the staff will still need to type in the information, but there are added benefits such as headsets. Selectman Mannino does not see that the service calls to Amherst will drop off. Nelson Taylor responded that the 911 calls will be switched right off, but there will be some straggler calls that come through until the phone numbers are out. Selectman Pickett would like to be involved in talking with the other towns still with MACC Base. Chairman Herman will notify everyone when the meeting will be. If there are 3 Board of Selectman members, it needs to be posted. Chairman Herman will call Mont Vernon to see if they have made any decisions.

8. INFORMATION ITEMS.

9. ANNOUNCEMENTS.

-Next BOS Meeting. This regular meeting of the Board of Selectmen was recessed until Monday, 29 March 2004, at 5:30 p.m.

There being no further business to come before this Meeting, the Board recessed at 11:30 p.m.

Chairman

Vice Chairman
